

**AIR CORPS BASIC FLYING SCHOOL  
ENID, OKLAHOMA**

**1941**



**VANCE AFB 71<sup>ST</sup> FTW  
ENID, OKLAHOMA**

**2013**



# Welcome to Vance AFB

Inbound SUPT Student Handbook  
10 July 14



*"The mission of the 71st Flying Training Wing is to develop professional Airmen, deliver world-class Joint Pilots and deploy combat ready warriors."*

### *Squadron Mission and Vision:*

*The mission of the 71<sup>st</sup> Student Squadron is to grow leaders, groom Airmen, and graduate the best-trained joint and international military aviators in the world's premier Air Force. The vision of the organization is enabled through second-to-none student training and supervision to include support, officer development, and mentorship.*



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**DEPARTMENT OF THE AIR FORCE**  
71ST OPERATIONS SUPPORT SQUADRON (AETC)  
VANCE AIR FORCE BASE, OKLAHOMA



Lt Col William J. Maher  
Commander, 71st Student Training Squadron  
301 Gritz Street, Suite 53  
Vance Air Force Base, Oklahoma 73705-5202

SUPT Students,

Welcome to the 71st Student Squadron (STUS). You will find your assignment at Vance Air Force Base to be both enjoyable and rewarding. In the STUS, we provide the administrative command and control required to accomplish the wing's pilot training mission.

I will serve as your commander during your stay at Vance Air Force Base and until you complete your first Permanent Change of Station after graduation. As you progress in your Air Force journey from an Officer Awaiting Pilot Training (OAPT) to Specialized Undergraduate Pilot Training (SUPT) student to wearing your silver wings, you will remain assigned to the 71st STUS. My organization will provide outstanding support to afford you every opportunity for success during your training. We can't help you if we don't know about it, so identify issues beyond your ability to correct to your assigned STUS Flight Commander.

Since you will not be assigned a formal sponsor, the Student Management Office developed this handbook, and they will help facilitate your base in-processing. They are also available to provide information about the local area, our squadron, and any other assistance you may need. If you have further questions, please contact them at (580) 213-6396.

The 71<sup>st</sup> Flying Training Wing mission is to develop airmen, deliver world-class pilots, and deploy combat ready warriors. We will focus on understanding our history and heritage as a service, maintaining our fitness through competitive and fun events, and taking care of our families (or treating those that are single as family).

Vance AFB has an excellent working relationship with the city of Enid. Foster that relationship! I know you will feel welcomed by the Enid community. Volunteer in the schools, coach a youth sports team and get out there and meet folks. Again, welcome to Vance AFB and the STUS. I look forward to serving as your commander.

Sincerely,

//signed/wjm/8 Oct 13//

**WILLIAM J. MAHER, Lt Col, USAF**  
Commander



DEPARTMENT OF THE AIR FORCE  
71ST OPERATIONS SUPPORT SQUADRON (AETC)  
VANCE AIR FORCE BASE, OKLAHOMA



MEMORANDUM FOR SUPT INBOUND STUDENTS

FROM: 71 STUS/DO

SUBJECT: Student Management Office SUPT Welcome Letter

1. Welcome to Vance Air Force Base, the USAF's only Specialized Undergraduate Pilot Training wing! Team Vance trains more than 400 Air Force, Navy, Marine Corps and allied student pilots each year. As the third busiest airfield in the Air Force, Vance flies more than 55,000 sorties for more than 81,000 flying hours per year. The wing operates more than 200 T-1 Jayhawk, T-6 Texan II, and T-38 Talon aircraft to accomplish the SUPT mission.
2. The Cherokee Inn is the 24-hour check-in location. All inbound students will report to the lodging office, Building 714, as soon as they arrive regardless of the day or hour. On the following duty day, after reporting into the Cherokee Inn, proceed to the 71st STUS Student Management Office, located in Building 690, Room 34 and report in between the hours of 0800 – 1100. This is where you will start your in-processing. Regardless of your report no later than date (RNLTDD) on your orders, you should **plan on arriving to Vance AFB, no later than 10 duty days prior** to your SUPT class start date or any TDY report date. This will allow ample time to in-process to the base and accomplish your pre-UPT checklist or TDY pre-departure checklist.
3. SUPT is a challenging 54 week program! From start to finish you will be at a running pace with little down time or availability for leave. During SUPT you will be dedicated to academic study, mission preparation, and teambuilding with your classmates. Each class consists of about 26 students with Active Duty Air Force, Air Force Reserves, Air National Guard, and International students; needless to say we have variety here at Vance AFB. The instructor pilot corps also consists of the different services as well.
4. I would like to remind you, for Air Force pilots there is a ten year active duty service commitment starting after USPT graduation. Additionally, if you are eliminated from SUPT or drop on request (DOR) you will meet a reclassification board to determine if you will be retained and retrained or separated from the Air Force. In the past, some members who DOR were separated from the Air Force and were required to pay back their academic scholarships from ROTC or USAFA and/or Initial Flight Screening (IFS) private pilot certificate.
5. Our staff developed this handbook to facilitate your transition into Vance AFB and the SUPT environment, please read it carefully since many of your questions will be answered within. Good luck on your PCS!

//signed,bae, 9 Jul 14//  
BRYAN A. ELDER, Lt Col, USAF  
Operations Officer, 71 STUS



## UPT CLASS DATES

	Preflight/Academic Phase	Primary Phase (T-6)		Advanced Phase (T-1 or T-38)
Class	UPT Syllabus Start	Syllabus Start	Track Select	Formal UPT Graduation
1412	28 Jun 13	13 Aug 13	15 Jan 14	22 Jul 14
1413	23 Jul 13	5 Sep 13	11 Feb 14	12 Aug 14
1414	14 Aug 13	27 Sep 13	10 Mar 14	4 Sep 14
1415	6 Sep 13	22 Oct 13	1 Apr 14	26 Sep 14
1501	2 Oct 13	18 Nov 13	23 Apr 14	21 Oct 14
1502	25 Oct 13	12 Dec 13	14 May 14	17 Nov 14
1503	21 Nov 13	17 Jan 14	6 Jun 14	11 Dec 14
1504	19 Dec 13	13 Feb 14	30 Jun 14	15 Jan 15
1505	24 Jan 14	11 Mar 14	22 Jul 14	11 Feb 15
1506	18 Feb 14	2 Apr 14	12 Aug 14	9 Mar 15
1507	12 Mar 14	24 Apr 14	4 Sep 14	1 Apr 15
1508	2 Apr 14	15 May 14	26 Sep 14	23 Apr 15
1509	24 Apr 14	9 Jun 14	21 Oct 14	15 May 15
1510	16 May 14	1 Jul 14	17 Nov 14	8 Jun 15
1511	9 Jun 14	23 Jul 14	11 Dec 14	30 Jun 15
1512	30 Jun 14	13 Aug 14	15 Jan 15	22 Jul 15
1513	23 Jul 14	5 Sep 14	11 Feb 15	12 Aug 15
1514	14 Aug 14	29 Sep 14	9 Mar 15	3 Sep 15
1515	9 Sep 14	23 Oct 14	1 Apr 15	28 Sep 15
1601	2 Oct 14	18 Nov 14	23 Apr 15	21 Oct 15
1602	27 Oct 14	12 Dec 14	15 May 15	17 Nov 15
1603	21 Nov 14	20 Jan 15	8 Jun 15	14 Dec 15
1604	19 Dec 14	13 Feb 15	30 Jun 15	20 Jan 16
1605	26 Jan 15	11 Mar 15	22 Jul 15	16 Feb 16
1606	18 Feb 15	2 Apr 15	12 Aug 15	9 Mar 16
1607	12 Mar 15	24 Apr 15	3 Sep 15	1 Apr 16
1608	3 Apr 15	18 May 15	28 Sep 15	25 Apr 16
1609	24 Apr 15	9 Jun 15	21 Oct 15	17 May 16
1610	18 May 15	1 Jul 15	17 Nov 15	8 Jun 16

## IFS DATES

IFS Class Number	IFS Start Date	IFS Grad Date
1418	12-Aug-14	12-Sep-14
1501	30-Aug-14	30-Sep-14
1502	17-Sep-14	20-Oct-14
1503	7-Oct-14	7-Nov-14
1504	24-Oct-14	25-Nov-14
1505	13-Nov-14	17-Dec-14
1506	6-Jan-15	5-Feb-15
1507	22-Jan-15	24-Feb-15
1508	11-Feb-15	17-Mar-15
1509	3-Mar-15	3-Apr-15
1510	24-Mar-15	24-Apr-15
1511	9-Apr-15	12-May-15
1512	29-Apr-15	29-May-15
1513	18-May-15	18-Jun-15
1514	4-Jun-15	7-Jul-15
1515	23-Jun-15	24-Jul-15
1516	13-Jul-15	13-Aug-15
1517	29-Jul-15	28-Aug-15
1518	18-Aug-15	18-Sep-18

## EXPECTATIONS

**1. Responsibilities.** Until you begin SUPT, you will be known as an OAPT (Officer Awaiting Pilot Training) student, formerly known as a “casual” Lieutenant. Your first responsibility as an OAPT is to complete in-processing. The checklists provided by the office will help you greatly in accomplishing this task. As an officer you are expected to show initiative, ingenuity and accountability. The first step is to reference the OAPT Guidebook, applicable references and regulations.

**2. Accountability. Your duty day is from 0800 – 1630, and you may not depart Vance AFB or Enid until the end of the duty day.** Every day you will be required to report to the training office at 0800 or to your long-term job at the time directed by your supervisor. UOD is ABUs the entire week. On Mondays at 0945, all OAPTs (regardless of job) will report to the STUS Auditorium for weekly Roll Call. Roll Call is the Flight Commander’s opportunity to pass along critical information to all OAPTs as well as receive feedback. Failure to attend either daily or weekly roll call will result in adverse administrative actions.

**3. Student Duty Officers (SDOs).** Within the training flight office you will find several Lieutenants known as SDOs working various projects for the Flt/CC and Assistant Flt/CC. These Lieutenants will be your first stop for any training office related issues or questions, and are a great resource for more information.

**4. Uniform Wear.** As an officer in the U.S. Air Force, your dress and appearance should never be brought into question. UOD is ABU the entire week. You will not wear a flight suit at Vance until authorized by your Flight Commander in SUPT.

**5. Core Values.** The Military Core Values must be present in every aspect of your lives including off duty time as you are an officer 24/7. Every day you will experience situations in which your attitude and integrity is tested. Your response to these situations will eventually turn into habits. Start becoming the officer that you have envisioned yourself to be.

**6. Alcohol.** If you consume alcohol, you must know when to stop. Know your limits and do not cross them. The repercussions for alcohol related incidents are extremely severe. Any alcohol related incident is grounds for removal from SUPT, and possibly the military. Don’t ruin your career or your life by being careless.

**7. The Wingman Policy.** We take care of each other. Being a good wingman isn’t just about being a DD. Good wingmanship is about being the voice of reason in a sticky situation and never leaving a buddy behind. **A good wingman will not only have a plan, but will carry out that plan or get the plan back on the right track when things go wrong.**



## BEFORE YOU ARRIVE

1. Call the Cherokee Inn Lodging (VOQ) up to 90 days prior to reserve a room for your first few nights. You may be required to stay at the Cherokee Lodge or the Temporary Living Quarters while waiting for housing. You may stay at the Cherokee Inn up to 30 days. The Air Force will reimburse you for the first 10 days, but you will have to use BAH to pay over ten days. Remember, you must pay every 15 days for your room. Save your itemized lodging receipts for filing your PCS travel voucher.

Cherokee Inn: (580) 213-7358



2. Student mail may be forwarded prior to arrival by contacting the postal service center at (580) 213-7204 or DSN 448-7204 and setting up a box. Before you address your mail for delivery, you need to call the base postal service center and give them your name and approximate date of arrival. Visit <https://moversguide.usps.com/> to change your address.

3. The DoD created a new website to help you with your PCS to Vance AFB. Please check out <http://www.militaryinstallations.dod.mil> for more information on Vance AFB and how to plan your PCS.

4. You may call or e-mail the Training Flight if you have specific questions about the base or policies. **The Transition Flight is the office that you will be reporting into the first day.**

[71STURON.DOT@us.af.mil](mailto:71STURON.DOT@us.af.mil)

Training Flight: DSN: 448-6396; Commercial: (580) 213-6396

Training Flight Fax: DSN 448-7338; Fax Commercial: (830) 213-7338

**5.** Firearms and weapons e.g. guns, ammo, bows and arrows, crossbows, etc, are not allowed in the Cherokee Inn, the TLF, or the UOQ. You must declare all firearms and weapons with the security forces. They will have you fill out an AF Form 1314 and which you will take to the OAPT Flight Commander for signature.

**6.** If you have a special needs family member for the exceptional family member program, please contact the Airman and Family Readiness Center (580) 213-6330.

**7.** Pets are not allowed in the Cherokee Inn, the TLF, or the UOQs. If you have a pet, you may arrange for boarding at one of the following facilities:

Animal Care of Enid (580) 234-7387

Oakwood Veterinary Clinic (580) 237-9999

Olson Animal Hospital (580) 237-6901

Cedar Acres Kennel (580) 233-6706

Pawsitive Pet Styles (580) 242-7297

Enid Pet Hospital (580) 237-3377

Groom Closet (580) 242-1930

Wheatland Animal Clinic (580) 237-1245



## TRAVEL

**1. For students arriving via airlines.** Will Rogers International Airport in Oklahoma City is the closest major airport to Vance. Taxi service to Enid is available through Anytime Airport Shuttle to and from Will Rogers International Airport, 24 hours a day, seven days a week. Students must call (580) 233-8578 or (580) 402-0339 to make arrangements as the trip takes about 1¾ hours one-way. Keep in mind the taxi service will only bring you to the front gate and drop you off. You will need to coordinate in advance to have someone meet you at the gate and take you to the lodging office.

**Keep itemized receipts for all of your travel expenses.**

**2. For students arriving by ground vehicle.** If traveling by car, all highways are well marked. If driving in on Interstate 35, take the Enid exit and head west on US 412/64. Once in Enid turn south onto Van Buren (US 81). At Southgate Road, head west and proceed until you see a well marked sign for the Vance AFB main gate. Students will need to ask directions at the gate to the Lodging Office, Building 714.

**Per Diem Allowance:** is designed to reimburse you and your family for the costs associated with meals and lodging when you travel to your new duty station. Per Diem is available for both CONUS and OCONUS moves. The military uses 350 miles per day as the standard one-day travel distance to compute per diem payments. To determine the maximum number of days for which per diem is payable, take the official mileage between duty stations and divide by 350. An additional day of travel is allowed if the remainder is 51 miles or more.

For a list of all PCS entitlements/allowances see your Finance Office and visit:  
<http://www.militaryonesource.mil/>



## **FIRST DAY IN-PROCESSING**

1. Monday thru Friday between 0800 and 1100, after checking into the Cherokee Lodge, proceed to the 71 STUS, building 690, Transition Flight, room 34, to in-process. The Transition Flight can be reached at (580) 213-6396 or DSN 448-6396. UOD is ABUs the entire week. Bring the items listed below. Remember, you only get one chance to make a good first impression on your new Flight Commander and his staff.

- **Air Force** officers see the Lieutenant Training Administrator in Rm. 34 to receive in-processing checklist and get entered into the student database.
- **International Students** same as AF. You will then be directed to the International Military Student Office for further in-processing actions.

## **WHAT TO BRING**

1. Gather the following items for in-processing to ensure a smooth transition during the first few days. **Some of these items may already be in a packet provided to you by your commissioning source:**

### **Bring the following to in-processing at the STUS Student Management Office**

- 10 copies of orders (Front and Back)
- Identification Card (Driver's license and military ID card if you have one)
- Copies of ADLS training certificates for Information Protection and DOD IAA CyberAwareness Training (if previously taken)
- CITI Government Travel Card (if you have one)
- Defense Travel System – must be detached by losing unit
- Most recent official Physical Fitness Assessment Test scores (ROTC, OTS, and Academy grads will need to schedule a PFA within 42 days of arrival.)

### **In addition to the items above, take the following items with you as you in-process to the base**

- Marriage certificates if married en-route
- Proof of car registration and insurance (must remain current)
- Medical, shot and dental records (Flight Physical)
- Flight records/evaluation folder (if you have one)
- FAA Class III Medical (if you have one)
- Released from Defense Travel System (if previously enrolled)
- Traffic Management Office paper work and receipts from move if applicable
- All uniform items: blues, ABUs, and service dress. (Flight suits will be issued prior to Introductory Flight Screening (IFS))



2. Other recommended items to bring include for setting up your residence

- Computer/Tablet and printer is **highly encouraged** as training materials will be issued digitally.
- Iron and ironing board
- Kitchen/Cooking utensils and dishes
- UOQ rooms are set up similar to a college dorm room with the addition of a small kitchen. Keep this in mind when considering what items to bring. Contact the Lodging Office for further information.

3. A comprehensive in-processing checklist with all required actions is provided on your first day. This checklist must be completed within two weeks of arrival. No leave is allowed until the in-processing checklist is completed. You will also be given the ***OAPT Guidebook***, with specific “single source” information, STUS policies, and TDY pre-departure checklists that will help you be a self-sufficient officer.





## HOUSING

**1. Unaccompanied/Single Members.** You may be required to live in the Unaccompanied Officer Quarters (UOQ). Unaccompanied/single members are not authorized to reside off-base without specific authorization from the 71 STUS/CC or delegated authority. Policy letters regarding UOQ occupancy are located at the Cherokee Inn (lodging).

The Dormitories include:

- 1 large bedroom that includes an extra long full size bed, chest of drawers, desk, and entertainment center.
- 1 kitchen with stove, refrigerator, and microwave
- 1 private bathroom
- Every room is cable, internet, and phone ready, please make arrangements with the following companies for services:
  - Suddenlink Communications (580) 237-7373
  - AT&T (580) 242-2576
- Laundry facilities are centrally located within each UOQ building and the service is free
- Wait time for a dormitory room averages from 1 day to 3 weeks (these times are an average and vary from class to class)

**2. Married/Accompanied Members.** These members have the option to buy or rent off-base or to rent on-base from Hunt (privatized housing office).

On-base privatized Housing is owned/managed by Hunt, and you may sign up for their waiting list (580) 234-0498 or <http://www.vancefamilyhousing.com>

To rent with Hunt you must have copy of orders that includes dependents. In some cases a copy of the DEERS paperwork showing your dependents or a marriage license (if married in route) will be accepted. Military-to-military couples both must be stationed at Vance and a copy of both members' orders is required.

- Rent is equal to your BAH, utilities (water/electric/gas) are included - rent is paid via allotment
- The first month's rent will be pro-rented and is due at the end of the month. You will also need to ensure that BAH is correctly paid out for the following month as the government allotment takes time to get started.
- Free yard care (except for inside fenced yards)
- No pet or security deposit (two pets allowed)
- Free pest control - quarterly and as needed
- 3 and 4 Bedroom houses available
- Weekly resident appreciation events
- Appliances included: gas stove, refrigerator, dishwasher, with washer/dryer hookups
- \$20,000 of renter's insurance included in rent at no extra cost.

**3.** For a list of off-base housing availability check local newspapers, online, and visit <http://ahrn.com> Visit the Housing Management Office (co-located with Hunt at 4405 Lehr Street) for a briefing prior to signing any lease on or off base. The Housing Management Office offers security deposit waivers for electricity and water for anyone living off-base along with information on the local community.





DEPARTMENT OF THE AIR FORCE  
71ST OPERATIONS SUPPORT SQUADRON (AETC)  
VANCE AIR FORCE BASE, OKLAHOMA



MEMORANDUM FOR VANCE AFB SUPT STUDENTS

FROM: 71 STUS/DO

SUBJECT: Unaccompanied Officer Quarters

1. The Unaccompanied Officer Quarters (UOQ) are an important Quality of Life (QoL) benefit for students and provided to all students as a modern, functional, well maintained and comfortable residence while stationed at Vance AFB. The governing regulation for UOQs is AFI 32-6005 with AETC Supplement, *Unaccompanied Housing Management*, dated 16 March 2010.
2. All unaccompanied SUPT Active Duty Air Force, Air Force Reserve, ANG, USN, USMC, and international students are required to occupy the UOQ. The current UOQ policy letter is maintained at the Cherokee Inn and on the STUS SharePoint.
4. The Cherokee Inn will maintain a waiting list for students who wish to terminate their UOQ occupancy a.k.a. "BAH waiting list." This waiting list is based on occupancy percentage and priority.
5. Students are not allowed to have pets in the UOQs. Having a pet at Vance AFB is not a criterion for approval to reside off base with BAH. Unaccompanied students must receive PRIOR PERMISSION from the Director of Student Operations, to purchase, lease, or rent a house with the intent to reside off-base and receive BAH. All unaccompanied students with questions regarding the criteria for approval to reside off-base and receive BAH are directed to review AFI 32-6005 with AETC Supplement and the JTFR Vol 1 as well as the Cherokee Inn's policy letter.
6. The 71 MSG/CC shall, IAW AFI 32-6005 Para 1.2.3.11, retain the final approval/disapproval authority for hardship requests. One example of hardship includes excessive household goods (HHG). IAW AFI 32-6005 Para 1.2.8.23, the UH Manager and TMO will calculate the local drayage and storage costs of HHG for determining eligible unaccompanied personnel assigned to or terminating from government quarters. See AFI 32-6005 Para 5.1.3.5 for HHG calculation rules. The template for a hardship request is maintained on the STUS SharePoint. There are no guarantees for approval; it is on a case-by-case basis.

//signed,bae, 9 Jul 14//  
BRYAN A. ELDER, Lt Col, USAF  
Operations Officer, 71 STUS

## TRAFFIC MANAGEMENT OFFICE

**1. Inbound/Arriving at Vance.** If you are accomplishing a Personally Procured Move (PPM) (formerly titled DITY move), you should have been given a signed copy of the Form 2278 by the counselor at your previous assignment. If it is not signed, you will need to contact your previous TMO office and arrange for them to send you an emailed PDF of the Form 2278 with the counselor's signature (block 10.c.) to hand-carry in. You will need to come into the office (Bldg. 200, Suite 213) in order to finish processing your PPM move.

**2.** In order to complete each PPM move you will need:

- Copy of your orders (and amendments) (TMO will not make copies)
- Original DD 2278
- Voucher for any advance operating allowances (if applicable)
- Certified empty and full weight tickets with name, SSN, signature of weight master and vehicle information
- Travel Voucher (DD 1351-2, MAR 2008- available at the TMO)
- Copy of Rental contracts (if any vehicles were rented or moving equipment used)

**3.** This process should be accomplished as soon as possible upon arrival to the base. Once a PPM filing is complete, the member should expect reimbursement/payment in approximately 30-40 days from finance.

**4.** For a Household Good Shipment (HHG) once the shipment is booked and picked up at origin, the delivery of the items is handled directly by the shipping company. You should be able to see the information regarding your shipment(s) by registering for a DPS account on [www.move.mil](http://www.move.mil) and scheduling the delivery date. Also you can contact the shipping company directly via the provided phone number. If a phone number was not provided, the Joint Personal Property Shipping Office (JPPSO) will be the point of contact to locate the shipper. Their contact number is 1 (800) 588-7709.

**5.** If you are residing in the dorms and your HHG shipment will not fit upon delivery, partial delivery to the dorm and storage will be required. The member should go to the Housing Office (Bldg. 714) with a list of items that are unable to fit in the dorms. They will be able to advise you of the next steps in the process and give an AF Form 150 to document the items that will need storage.

**6.** If you have any more questions regarding these processes or to schedule an appointment for an outbound move, contact the Vance TMO at (580) 213-7470 or DSN 448-7470. Welcome to Vance AFB!

## SPOUSE AND FAMILY INFO

There are many avenues in which spouses and families can “in-process” and receive aid to smooth the transition while settling in at Vance AFB and Enid. Even though it is a small community, there are plenty of things to do and people to meet who are sharing the same experience. We primarily pass information to student squadron spouses through the 71<sup>st</sup> STURON Spouses Facebook page. Request to join ASAP!

1. First things first; make sure your spouses and dependents are “in the system” right away, meaning that they are properly enrolled in DEERS (Defense Enrollment Eligibility Reporting System) and that they have the necessary dependent ID cards. Make a trip to the MPF (first floor of Bldg. 500) to get this taken care of. Call (580) 213-7500 for more information about the proper procedure and paperwork required.
2. An important stop for student spouses while in-processing is the **Airman & Family Readiness Center**, a family support office that can be found at every Air Force base. How the A&FRC can help:
  - **Spouse employment and volunteer opportunities:** The staff is knowledgeable about openings in Enid and can provide individualized guidance.
  - **Heartlink Seminar:** This is a spouse orientation aimed at spouses who are new to the military and Vance AFB. They will learn about the mission at Vance, military life, and meet other spouses.
  - **Spouse Guide:** A free and detailed Vance AFB spouse guide is available for pick-up.
  - **Resources:** Computers, internet access, fax, scan, and copy machines are free for use.
3. The A&FRC is designed to handle any questions that spouses might have while navigating through the military life and refer them to the right place whether in the center, on-base, or off-base. **No question is too random!** The A&FRC is located in Bldg. 314 across from the gym by the track; same building as the library and the number for the front desk is (580) 213-6330.
4. Moving with children can make in-processing all the more hectic. If you need a break, child care is available at Vance AFB. Thanks to the Air Force Aid Society, active duty Air Force members may receive **free PCS child care at the Vance AFB Child Development Center [CDC] on base** for up to 20 hours. Bring a copy of your orders to the Airman & Family Readiness Center to receive your free child care within 60 days of arrival. All children may participate in activities and receive child care for a fee [given space available] at the Child Development, Youth, and Teen Centers on base. If you’d like to hire a babysitter, a list of **Red Cross certified babysitters** in the area can be found at the CDC as well. Another Air Force Aid Society Program, **Parents Night Out**, was developed to provide weekend child care once a month for children six weeks to ten years of age. The cost is \$4 per hour, per child. Call the CDC at (580) 213-7310 to sign up [reservations are required].



5. Undergraduate Pilot Training can be a busy and trying for families due to long hours and stress... but it can also be fun. There are several **support systems** for student spouses at Vance AFB where lifelong friends can be made and positive experiences can be shared! Two prominent spouse groups at Vance are the **Officers Spouses Club (OSC)**, a club for all officers' spouses [<mailto:oscatvance@yahoo.com>] and the **Student Spouse Group (SSG)**, aimed specifically toward student pilot spouses [<mailto:studentspousegroup@gmail.com>]. In addition to social gatherings, both of these spouse groups facilitate their own **playgroups for children** of all ages. Often, spouses in each particular UPT class will have their own smaller gatherings to talk, share a meal, vent, etc. Make sure your spouse knows they are not alone.



## PHYSICAL FITNESS

1. If you are not involved in a fitness program, we recommend you start one before your arrival. **To start and graduate SUPT you must meet satisfactory physical fitness standards IAW AFI 36-2905, *Fitness Program*.** During your first month of SUPT, you will receive two Physical Fitness Assessments. The first is the official physical fitness assessment including a composite score from the abdominal circumference, sit-up, push-ups, and run. The other is the Fighter Aircrew Conditioning Test. You can best prepare for these tests with a weight and aerobic training program.
2. During the first month of SUPT the Air Force Physical Fitness Assessment Test will be administered per AFI 36-2905, *Fitness Program*. Students who fail to meet the fitness standard will be entered into a conditioning program and retested. IAW AETCI 36-2205V4, *Formal Flying Training Administration and Management*, **students with consecutive unsatisfactory fitness standards will be removed from SUPT and potentially meet a reclassification board.** Note: The max weight to start SUPT is 245 lbs
3. The Fighter Aircrew Conditioning Test (FACT) will determine an individual's muscular fitness as it applies to operating high-G aircraft and identify anaerobic weakness that can be improved through specific physical conditioning. The FACT contains six exercise events divided into two categories: Strength Test and Muscular Endurance Test. The individual's total FACT score is calculated by adding together the strength and endurance scores. See AETCI 11-406, *Fighter Aircrew Conditioning Program*, for more information.



## HELPFUL WEBSITES & REGULATIONS REFERENCED

Vance AFB – <http://www.vance.af.mil>

Vance AFB Services – <http://www.vanceservices.us>

Air Force Portal – <https://www.afportal.mil>

US Postal Service Movers Guide – <https://moversguide.usps.com>

Armed Forces Crossroads – <http://www.afcrossroads.com>

Military One Source – <http://www.militaryonesource.com>

Military Homefront – <http://www.militaryhomefront.dod.mil/>

DoD Military Installation Guide – <http://www.militaryinstallations.dod.mil>

Vance Family Housing – <http://www.vancefamilyhousing.com/>

Defense Personal Property System (TMO moves) – <http://www.move.mil>

Automated Housing Referral Network – <http://www.ahrn.com>

Foreign Clearance Guide (need \*.mil computer access) – <https://www.fcg.pentagon.mil>

DOSS IFS – <http://www.dossifs.com>

AF e-publishing – <http://www.e-publishing.af.mil>

- AFI 36-2905, *Fitness Program*
- AETCI 36-2205V4, *Formal Flying Training Administration and Management*
- AETCI 11-406, *Fighter Aircrew Conditioning Program*
- AFI 36-3003, *Military Leave Program*

OAPT Guidebook (located on STUS SharePoint)

## FREQUENTLY ASKED QUESTIONS

- Q.** If approved to reside off-base, may a student purchase a home?  
**A.** Yes, upon passing IFS and meeting with the base financial planner at the Airman and Family Readiness Center (580) 213-6330.
- Q.** What is the Vance AFB basic allowance for housing (BAH)?  
**A.** Search for the 73705 zip code at <http://www.defensetravel.dod.mil/perdiem/bah.html>
- Q.** What uniform do I wear when I report in?  
**A.** UOD for OAPTs is ABUs the entire week. You will not wear flight suits until approved by your Flight Commander in SUPT.
- Q.** Do I have to weigh my vehicle before and after I move?  
**A.** Yes, you must weight your vehicles at government authorized weight station. Contact Vance TMO for any specific moving questions at (580) 213-7470.
- Q.** When does my USAFA “60 days of leave” end and can I get back any unused leave?  
**A.** See AFI 36-3003 Para 14.11. You may not get back any unused leave.
- Q.** May I take advanced leave?  
**A.** Yes, your flight commander will need to be briefed by you and they will approve the leave on a case by case basis. See AFI 36-3003 Para 6.3.
- Q.** Can I bring recreational vehicle, boats, campers, or trailers?  
**A.** Yes, you can only park in approved RV Storage Lot spaces, which is provided and maintained by the MWR Section.
- Q.** Can I take leave in pilot training?  
**A.** No, you may not miss a duty day (Mon-Fri) while in UPT. No leave is approved within 10 duty days of UPT starting.
- Q.** Can I get married during pilot training?  
**A.** Yes, the best time is to plan over a 3 day weekend during a federal holiday. Do not plan on departing prior to 1630 on Friday and you must return by 2300 on Sunday or Monday. You are not guaranteed leave while in pilot training.
- Q.** Can I get married en-route during my first PCS?  
**A.** Yes, keep your marriage certificates.
- Q.** My wife and I are expecting the birth of our child, what can I expect from the STUS?  
**A.** First of all congratulations! If you are an OAPT or Graduate, you are authorized permissive paternity leave IAW AFI 36-3003. If you are in SUPT, keep your Flight and Class Commanders informed of the dates so your schedule may be adjusted. Call the Airman and Family Readiness Center for information on special services provided.

- Q.** Can I just “try out” pilot training to see if I like the job?
- A.** No, the time to make that decision is during IFS or before your class starts. As of Day-1 you are now in the SUPT training pipeline and retention and reclassification are not a guarantee if you “drop on request.”
- Q.** How do I find out my TDY training dates?
- A.** The Transition Flight office will provide this information during in-processing or your MPF can provide the dates.
- Q.** Are my TDY dates flexible?
- A.** No, TDY dates are not flexible. AFPC utilizes a complex system to ensure the training quota for the TDY schools are met.
- Q.** Why did my TDY and SUPT dates change?
- A.** TDY or SUPT dates change based on the needs of the Air Force. For example, if a student is eliminated from IFS another student must move into their class start. Many bases are responsible for filling the quota for IFS and ASBC, Vance AFB maybe tasked to fill the shortfall quota.
- Q.** What is the typical IFS attrition/elimination rate? And what happens if I’m eliminated from training?
- A.** 10%-13%. Your paperwork package will meet a reclassification and retention board at HQ AFPC.
- Q.** What are some benefits of Office Club membership?
- A.** Member benefits include the following: a one dollar discount for every meal; all Tuesday night meals are 50% off (5 dollars); the last Wednesday of each month hosts a burger burn (free burgers); free meals on your birthday; snacks on Friday nights at the bar; and last but not least, during football season the Club will show NFL Season Ticket games (for free).
- Q.** Where may I go to obtain more information about pilot training?
- A.** There are several online sources of information, to include <http://www.flyingsquadron.com/forums/> and <http://www.wantscheck.com/>
- Q.** What are some pitfalls to avoid during pilot training?
- A.** There are many ways to ruin your once in a lifetime opportunity, but the easiest way to get in trouble is also the easiest path to avoid. Do not allow yourself or your wingman to get into off duty buffoonery involving alcohol. Have a plan, and do not drink and drive.



## BASE FACILITIES

Base Phone Numbers	Hours	(580) Area Code
Name		Phone Number
AAFES (Base Exchange)	M-Th 0900 – 1900 F-S 0900 – 2000 Sun 1000 – 1800	213-7366
Base Operator	24 Hrs	213-5000
Bowling Center	<i>Snack Bar</i> M-F 0600 – 2100 Sat 0900 – 2100 Sun 0900 – 1830  <i>Bowling</i> M-F 1100 – 2230 Sat 1300 – 2230 Sun 1300 – 2100	213-7331
Cherokee Inn Lodging	24 Hrs	213-7358
Commissary	M, T Closed W-F 0900 – 1900 Sat 0900 – 1800 Sun 1000 – 1700	213-7788
Fitness Center	M-Th 0500 – 2300 F 0500 – 2100 Sa - Su 0800 – 2000 Holidays 0800 – 1600	213-7670
Vance Collocated Club	<i>Dining</i> M-F 1100 – 1300  <i>Evening Meals</i> Tue 1700-2000  <i>Bar</i> Friday Night's at 1700	213-7595
Airman and Family Readiness Center (A&FRC)	M-Th 0730 – 1630 Fri 0930 – 1600	213-6330
<b>Position</b>	<b>Phone Number (580) Area Code</b>	
ADO	213-7466	
OAPT Flt/CC	213-5407	
International	213-6353	
Assist. Registrar	213-6396	

# Base Map

